



SUBMITTAL MATRIX



COMMUNITY DEVELOPMENT DEPARTMENT • 345 N EL DORADO STREET • STOCKTON, CA 95202
www.stocktonca.gov/planning • (209) 937-8266 • planning@stocktonca.gov

Request Type	Site Plans	Floor Plans	Elevations	Color Renderings	Additional Documentation/ Information
<p>For Community Development Department staff to accurately review projects in a timely manner, plan sets submitted with Planning applications must be complete and thorough. This handout provides submittal requirements. A comprehensive understanding of this handout and implementation of these requirements on plans to be reviewed by the Planning Department ensures an efficient staff review of the proposal.</p> <p>Every set of plans should contain a title bar on each sheet that includes the person who prepared the plans, the project address, the date the plans were prepared, the drawing scale, the sheet number, and (if applicable) a professional certification stamp. For revisions, the revised scopes of work should be clouded, with a numbered delta symbol indicating the revision number. The numbered delta symbol should be listed in the title block with a date indicating when the revision was made.</p> <p>Note: the items below are the minimum required. After review of the submitted application, staff may request additional informational information necessary to determine compliance with the Stockton General Plan and Stockton Municipal Code (SMC) Title 16 (Development Code).</p>					
Administrative Exception / Administrative Waiver	One (1) electronic plan set (e.g., site plan, floor plan, elevation) in PDF format			Written justification responding to SMC §16.112.050 (Administrative Exception) or SMC §16.176.040 (Waiver), as applicable.	
Annexation	Complete one (1) Annexation Application and Checklist (please request application from planning@stocktonca.gov)				
Appeal to Planning Commission	One (1) written request to the attention of the Community Development Director; see SMC §16.100 (Appeals)				
Certificate of Appropriateness	One (1) electronic plan set (e.g., site plan, floor plan, elevation) in PDF format Photographs of property and structure(s)			Landscape plans shall be provided when required by code; irrigation plans and water efficiency calculations not required until building permit application.	
Condominium Conversion	One (1) electronic plan set (e.g., site plan, floor plan, elevation) in PDF format		Color renderings (if alterations proposed) in PDF format		Report any repairs and replacements necessary, if any, to bring up to compliance with the California Building Code; Review standards at SMC §16.196 .
Density Bonus	One (1) vicinity map in PDF format One (1) preliminary site plan in PDF format				Proposed draft Density Bonus Agreement, including a project financial report (pro forma); see SMC §16.40 (Affordable Housing Incentives/Density Bonus Provisions)



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Design Review	One (1) (e.g., site plan, floor plan, elevation) in PDF format One (1) scan or picture of color/material board with original samples identified by manufacturer and product name/number in PDF format Photographs of property and structure(s)				Preliminary landscape plans shall be provided when required by code; irrigation plans and water efficiency calculations not required until building permit application.
Development Agreement	Application shall be filed in compliance with SMC §16.128 (Development Agreements).				
General Plan Amendment	One (1) site plan in PDF format				Provide proposed findings of fact responsive to SMC §16.116.050 . Plans shall identify Assessor's Parcel Numbers (APNs), existing and proposed General Plan land use designations for project site and adjacent parcels. When accompanying a proposed subdivision, a legal description of the Land Use Map amendment(s) shall be provided by a qualified professional.
Home Occupation Permit	One (1) completed application, including property owner signature in PDF format. See SMC §16.80.160 (Home Occupations) for self-enforcing, mandatory standards.				
Interpretation of Regulations	Submit written request to the attention of the Community Development Director in PDF format. Reference specific code section(s) requested for interpretation and provide relevant supporting information. Review SMC §16.08 (Interpretation of Regulations).				
Land Development Permit	One (1) (e.g., site plan, floor plan, elevation) in PDF format				Preliminary landscape plans shall be provided when required by code; irrigation plans and water efficiency calculations not required until building permit application.
Master Development Plan or Amendment	Scheduled pre-application conference with Planning Staff (see SMC §16.84.030); Detailed Administrative Draft MDP or Amendment (see SMC Chapter 16.140 for the required form and content of MDPs); A Draft Development Agreement (SMC Chapter 16.128), and Public Facilities Financing Plan to be processed concurrently with the MDP or Amendment.				



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Planned Development	One (1) (e.g., site plan, floor plan, elevation) in PDF format				Provide a detailed description of the proposal, including open space, aesthetics, recreational amenities, and street layout. Specifically address SMC §16.144.030 in writing and graphic format, as relevant (e.g., standards modified, amenities provided).
Pre-Application Meeting	One (1) (e.g., site plan, floor plan, elevation) in PDF format Written project narrative, including meeting goals and specific questions for staff				Plans can be in preliminary form.
Precise Road Plan/ Amendment	One (1) engineered site plan in PDF format				A detailed description and drawings of the proposal, indicating the existing design of the roadway, existing and proposed land uses, and indicating access points, lane configurations, and right-of-way(s). Provide a traffic analysis prepared by a qualified professional that evaluates the operations and safety of the plan according to applicable standards.
Zoning Map Amendment / Prezone	One (1) diagram showing the existing and proposed zoning districts in PDF format				Plans shall identify Assessor's Parcel Numbers (APNs), existing and proposed Zoning Map designations for project site and adjacent parcels. Unless the proposal includes existing Assessor Parcel Number(s), provide legal description(s) and map exhibits for existing and proposed zones.
Site Plan Review	One (1) in PDF format				Preliminary landscape plans shall be provided when required by code; irrigation plans and water efficiency calculations not required until building permit application.
Specific Plan or Amendment	Mandatory meeting prior to filing; schedule with Planning Manager. Email planning@stocktonca.gov to schedule. Provide a detailed scope of work for the Specific Plan or Amendment (See SMC Chapter 16.156 for requirements) Provide a Public Facilities Financing Plan / Fiscal Impact Analysis.				
Street Name Change	Submit a written request to the attention of the Community Development Director (see SMC Chapter 16.160 for application requirements).				



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Temporary Activity Permit	One (1) in PDF format				Detailed description of event including, but not limited to, information about start date/time, end date/time, security plan; signage; waste collection and disposal; parking and traffic control; restrooms; lighting; temporary structures (i.e., tents, fences); alcohol sales.
Tentative Parcel Maps Tentative Maps Vesting Tentative Maps	One (1) in PDF format				Preliminary Title Report (less than 6 months old) plus copies of all documents referenced therein See SMC §16.188.030 for subdivision map form and content requirements
Time Extension	Submit written request to the attention of the Community Development Director. Review SMC Chapter 16.96 (Expirations and Extensions).				
Use Permit - Existing Structure / Site Developed	One (1) in PDF format				If the use is located at an existing business establishment, please list the name of the business. Describe any special equipment that will be involved in the use or activity and identify the number of existing and proposed parking spaces available for the proposed use. Describe basic operations (e.g., days and hours of operation, employee number, enrollment number).
Use Permit – New Development	One (1) in PDF format				In addition to the proposed use activity, describe any special equipment that will be involved in the use or activity; Identify the number of proposed parking spaces available for the proposed use. Please list the days and hours of operation.
Use Permit Amendment	One (1) in PDF format				One (1) copy of permit proposed for amendment Written description of proposed amendment Describe any special equipment that will be involved in the use or activity and identify the number of existing and proposed parking spaces available for the proposed use. Describe basic operations (e.g., days and hours of operation, employee number, enrollment number).



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Variance	One (1) in PDF format	If applicable to building interior, one (1) in PDF format	If applicable to design, one (1) in PDF format	If applicable to design, one (1) in PDF format	Written justification responding to SMC §16.172.050 (Findings)
Zoning Verification Letter					No Planning Application is required. Provide written list of questions for which responses in MS Word format. One (1) PDF of request. NOTE: The City of Stockton will not verify whether existing uses, structures, and/or site improvements conform with current standards at SMC Title 16 (Development Code)